

In compliance with the request of the Committee of the House of Commons on the Civil Service, I respectfully submit the accompanying statement in connection with the evidence given by me before the Committee on the 28th ultimo.

The Civil Service Board was first established under the authority of the Act 20 Victoria, chapter 24, and has been continued under the 31 Victoria, chapter 34, commonly called the Canadian Civil Service Act of 1868.

The Civil Service Board is composed of the Deputy Heads of the several Executive Departments at the Seat of Government, who annually elect their chairman, I have held the office of chairman continuously since the passing of the last cited Act, and have taken an active part in the Civil Service examinations under both Acts.

The general duties of the Board are defined in the 25th section of the Act, so far as the examination of candidates for employment in the Civil Service is concerned, its duties are :—

1. To frame the regulations to be observed by such candidates subject to the approval of His Excellency in Council.
2. To examine all candidates who present themselves upon a nomination for office.
3. To keep a record of the candidates for examination, showing the name, age, place of birth and residence of each candidate, by whom nominated, and the results of examination, and
4. To grant certificates of qualification to candidates who have passed a satisfactory examination, and otherwise complied with the provisions of the Act.

Under the former Act, *i.e.*, the 20th Victoria, chapter 24, the Board was authorized to examine *all* candidates who presented themselves; whereas under the Act now in force, *i.e.*, the 31st Victoria, chapter 34, those candidates only are examined who have *obtained a nomination for office*.

A copy of the regulations of the Board, approved by His Excellency in Council, is submitted herewith; and the book containing the official record of the results of examinations has been laid before the Committee.

The number of candidates examined under the Act 20th Victoria, chapter 24, is , and the number rejected,

The number of candidates examined under the 31st Victoria, chapter 34, is , and the number rejected,

The Board has no authority to compel candidates to present themselves for examination before it.

Candidates are examined either at the request of the Head of the Department nominating them, or on the application of the candidates themselves. The Act requires that candidates should be examined before their appointment. As a matter of fact, however, the appointments generally precede the examination, and during the last few years but a small number of those appointed to office have been examined.

The subjects for examination are not prescribed by the Act, but are settled by the regulations of the Board, confirmed by Order in Council. The examination is very elementary, and is not at all as severe as the entrance examination to High Schools in Canada.

Any intelligent boy of thirteen should be able to pass the examination successfully.

The examinations are conducted principally by means of printed papers containing the questions for examination. A passage from an English or French writer is also read out to the candidates, to test their power of writing from dictation.

No attempt is made to classify the candidates who pass; indeed the examination is so elementary as hardly to admit of it.

Under the original Act there were several "optional" subjects, in which candidates might be examined, if they desired it.

The following were the optional subjects :—1. Grammar; 2. Translating French into English and English into French; 3. Arithmetic as far as decimal fractions; 4. Book keeping; 5. Elementary Geography; 6. Making abstracts of documents; 7. Shorthand writing.